



## UNITED STATES DISTRICT COURT DISTRICT OF MARYLAND

**POSITION:** Generalist Clerk  
**LOCATION/DUTY STATION:** Greenbelt, Maryland

**OPENING DATE:** April 12, 2016  
**CLOSING DATE:** Open Until Filled with  
first consideration to those that  
submit by April 26, 2016\*

**SALARY:** CL 22 (\$28,198 – \$35,265) Two years of general experience  
**OR** two years of coursework towards a degree  
CL 23 (\$34,940 - \$43,684) Two years of general experience\*\* or college degree

The Clerk of the United States District Court for the District of Maryland is seeking qualified applicants for the position of Generalist Clerk. Qualified candidates will be highly motivated, very organized, and able to work independently as well as a part of a team.

### **Duties include, but are not limited, to the following:**

- Staffs court intake reception area, including greeting members of the public; answering and routing telephone calls; and answering telephone and in-person inquiries from the general public, members of the bar, and other court-related agencies on case status, court procedures and filing processes.
- Answers inquiries from attorneys, chambers and related agencies about the Case Management/Electronic Case Filing (CM/ECF) system. Provides assistance as needed.
- Informs customers of required fees, receives payments and issues receipts. Secures funds in cash register and balances cash drawer at the end of the day.
- Receives, reviews, and routes incoming documents.
- Makes various administrative entries in the court's CM/ECF system.
- Scans and converts documents as needed into imaged files.
- Ensures the collection and receipt of appropriate fees.
- Processes document and record requests, including document reproduction, preparation, and certification.

### **Qualifications and Requirements:**

- High school graduate, or equivalent, required plus two years general experience.
- Education above high school may be substituted on the basis of one academic year being equal to one year of general experience.
- An understanding of professional office procedures.
- Excellent computer, verbal and written communications, organizational and interpersonal skills.
- Accuracy and attention to detail essential.
- Strong customer service skills and experience preferred.
- Some lifting of records is required.
- Familiarity with electronic case filing and court system desirable. Court or legal experience and college education preferred.

### **How to apply:**

Submit resume and cover letter stating the reason for your interest in the position  
as a single PDF document to: [jobs@mdd.uscourts.gov](mailto:jobs@mdd.uscourts.gov)

**\* This position is open until filled, with first consideration to those that submit by April 26, 2016\***

- Due to the volume of applications received, the court will only communicate with those individuals invited for an interview.
- Applicants must be U. S. citizens or eligible to work in the United States. The United States District Court is an Equal Opportunity Employer. All applications will be reviewed to identify the best qualified candidates.
- Due to the sensitive nature of this position, the successful applicant is subject to a background check, which includes a criminal history and full fingerprint check, a one year probationary period, and mandatory electronic direct deposit of salary payment. Positions in the United States Courts are excepted appointments, are not under the Civil Service System and are "at will" employees.
- The Court reserves the right to withdraw the announcement without prior notice. Applications submitted for this position may be considered for similar positions that may occur within 90 days from date position is filled.